

EXHIBIT A-2

- **Offer Letter (we keep)**

- Go over specifics later if questions
 - Profit Sharing Bonus
 - Eligible for the quarter they are starting in, receive 3 weeks after end of quarter with the exception of quarter 4 (week before Christmas)
 - Insurance available on first day, 14 days to enroll-meeting with Traci afterwards
 - 401K after 60 days of employment-packet in the mail from Wells Fargo at that time
 - Employee Stock Purchase Plan after first year

- **Holiday schedule (they keep)**

- 10 paid Holidays on top of vacation time

- **Employee Handbook + Gentex Employment Understanding (we keep signed sheet-Katie sign also)**

- Go over Sick time (page 13) & vacation (page 15)
 - Start off with 4 weeks of sick time and accrue more after 2 years' employment, measured in 12 month period
 - Vacation accrues on anniversary date, start off with 3 weeks' vacation, start accruing 4 weeks at the beginning of year 5, can roll over a full years' vacation, able to go five days negative

- **Support Contact List (they keep)**

- Benefits, 401K, payroll, travel, HR, etc.

- **State + Federal tax forms (we keep)**

- Federal-front page
 - State-top portion

- **Medical History (send to Ruth)**

- Front and back to the form, if they check yes for anything explain at the bottom
 - Make copies of 2 forms of id for I-9 while they are completing

- **Drug screen (they keep)**

- Complete today before Medi-Center close

- **Non-Compete Agreement (we keep)**

- Print full legal name on first page
 - Sign last page

- **Guidelines for Disclosure and for Trading the Company's Stock (we keep)**

- They keep first three pages, sign last page that we keep

- **Employment Agreement (they keep)**

- For them to read when they have time

- **Training Meetings Sheet (they keep)**

- Salaried Orientation will be put on calendar by training department
 - Safety/GEMS Training
 - 11:55am Training Room B 58 Riley (if starting on Monday, go on Tuesday; if starting any other day, go the following Monday unless specified by manager)

- **New Hire Reporting Form (we keep)**

- Complete top portion and bottom optional portion

- **Wellness Center Info Sheet (they keep)**

- **Cheat Sheet (they keep)**

- The Loop, Lumen, Onsite Healthcare, etc.

- **Community Share (we keep)**

- Explain what is, optional to donate weekly

- **Concur Expense Reimbursement (they keep)**

- Attached relocation guidelines if approved in offer letter

(Send out meeting notices to manager a week prior to start date)

To be done the Friday before starting week:

- 1) Onboard into Vantage
- 2) Send email to Production Training, Centennial Reception, and Arena Ellis with Employee #, shift, job title, location, and manager and include when they will be attending Gems & Safety and what Salaried Orientation session they should attend
- 3) Background checks

To be done after appointment:

- 1) Enter tax information
- 2) Complete I-9